

PART-TIME BUSINESS ENGLISH COURSE

Course Brochure



PART-TIME BUSINESS ENGLISH COURSE

Objectives

This course is tailored to improve workplace communication by teaching proper speech, pronunciation, and the ability to converse and write following correct grammatical rules and sentence structures. Students progress from **Level 1 to Level 3**, enhancing their conversational skills.

Areas covered in the course include: daily conversation and interaction with colleagues and clients, telephone etiquette, handling job enquiries and providing job specific information, making appointments, offering suggestions, issuing warnings and addressing complaints.

Duration

- Each level consists of 12 lessons (2 hours per lesson)

Lessons Time:

- Monday & Wednesday 7:30 p.m. - 9:30 p.m. **OR**
- Tuesday & Thursday 7:30 p.m. - 9:30 p.m. **OR**
- Saturday 9:00 a.m. - 11:00 a.m. and 11:30 a.m. - 1:30 p.m.

**No lessons conducted during public holidays.*

Course Completion & Certification

Upon completion of the course, students will be awarded with an Attendance Certificate by Spring College International, regardless of taking the end-of-course examination.

**The end-of-course examination is optional.*

Pre-requisites

For students who wish to join Level 2 and above, a placement test is required to assess your English proficiency.

**There are no pre-requisites for Level 1.*

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Course Fees		
Course	Charges	
Per Level (24 hours)	Course Fee	\$600.00
	Application Fee	\$50.00
	Materials Fee	\$60.00
	GST 9%	\$63.90
	Grand Total	<u>\$773.90</u>

Course Fees		
Package	Charges	
Two Levels (48 hours)	Course Fee	\$980.00
	Application Fee	waived
	Materials Fee	\$100.00
	GST 9%	\$97.20
	Grand Total	<u>\$1177.20</u>
Three Levels (72 hours)	Course Fee	\$1200.00
	Application Fee	waived
	Materials Fee	\$100.00
	GST 9%	\$117.00
	Grand Total	<u>\$1417.00</u>

**Course Materials and Textbooks are compulsory and at a minimal fee. Material fees are subjected to change depending on the level.*

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Course Fees	
Course	Charges
One-to-One Chinese Course (24 hours)	Course Fee \$2100.00
	Application Fee \$50.00
	Materials Fee \$60.00
	GST 9% \$198.90
	Grand Total \$2408.90

**Course Materials and Textbooks are compulsory and at a minimal fee. Material fees are subject to change depending on the level.*

